

EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-13

The U.S. Embassy has an opening for a Senior Security Investigator position. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

BASIC FUNCTION OF THE POSITION:

- Conducts security and suitability background investigations.
- Conducts sensitive and complex special investigations on behalf of the Regional Security Office, and other U.S. law enforcement agencies.
- Conducts residential security surveys, identifies deficiencies, and makes recommendations to the RSO and General Services sections on required security infrastructure. Writes reports of the surveys and ensures they are distributed to the relevant offices.
- Coordinates investigative activity with appropriate Belize Police Department (BPD) divisions in investigating crimes committed against Mission employees as well as criminal activity within the Mission.
- Serves as primary liaison with the BPD at the highest levels. Advises the Assistant Regional Security Officer and Regional Security Officer on matters related to BPD investigative procedures, criminal procedures, as well as other laws and procedures affecting the mission community.
- Directly supervises one Security Investigator. Prepares Work and Development Plans and Employee Performance Reports; monitors performance, explains new and existing procedures and methods;

QUALIFICATIONS REQUIRED:

- Four years of university/college degree (bachelor's) in law, social science (to include psychology, sociology, criminology, anthropology, etc.), business (to include accounting, etc.), science/math, liberal arts, languages, economics, political science, education, and engineering OR graduation from the Belize National Police academy, military academy or an international military or police academy is required along with five years of progressively responsible experience in the field of security, military or investigation. One to two years of supervisory experience is required.

OR

- In lieu of the university/college degree (bachelor's), completion of an associate's degree in law, social science (to include psychology, sociology, criminology, anthropology, etc.), business (to include accounting, etc.), science/math, liberal arts, languages, economics, political science, education, and engineering OR graduation from the Belize National Police academy, military academy or an international military or police academy is required along with seven years of progressively responsible experience in the field of security, military or investigation. One to two years of supervisory experience is required.
- Level IV (fluent) speaking/reading/writing English is required.
- Good working knowledge of MS applications (Access, Excel, Word, and Outlook) is required.
- Good interpersonal skills and tact in handling investigations are required.
- A valid Belize driver's license is required. (Applicants must include a copy of their valid Belize driver's license with the application.)

Note1: This position includes incidental driving responsibilities. To meet our Safety and Health Environment Management Policy, incidental drivers must be 25 years or older and must be able to pass an incidental driver's physical examination.

Note 2: The selected applicant will be hired at a developmental level, until knowledge of internal operating procedures of the section has been attained and required training completed. Estimated time at the developmental level is two-years.

WHO MAY APPLY: Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belizean social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested candidates must submit the following in order to be considered for the position. 1. Universal Application for Employment (UAE) form (DS-0174); plus 2. Any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: BelmopanJobs@state.gov. All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on [DS174 - Universal Application for Employment](#). Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: Senior Security Investigator, Vacancy Announcement No. 2016-13. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position description and the required application form (DS-0174) are posted on the Embassy's website at http://belize.usembassy.gov/job_opportunities.html. The deadline for submitting applications is Friday, May 6, 2016. Applications will not be accepted after May 6, 2016.